



To the Honorable Council  
City of Norfolk, Virginia

July 14, 2015

From: John R. Doyle, III, Chief Judge  
Norfolk Circuit Court

**Subject:** Ordinance accepting \$73,905 in grant funds and authorizing expenditure of \$9,745 as a cash match to fund one special project position – Project Coordinator of the Substance Abuse Mental Health Services Administration grant.

Reviewed: Sabrina Joy-Hogg  
Sabrina Joy-Hogg, Deputy City Manager

**Ward/Superward:** Citywide

Approved: Marcus D. Jones  
Marcus D. Jones, City Manager

**Item Number:**

**R-7**

I. **Recommendation:** Adopt ordinance

II. **Applicant:** City of Norfolk

III. **Description:**

This agenda item is an ordinance accepting and appropriating grant funds and authorizing the expenditure of an additional cash match to fund a City special project position - Project Coordinator of the Substance Abuse Mental Health Services Administration ("SAMHSA") grant.

IV. **Analysis**

The ordinance funds one special project position with full benefits contingent upon the incumbent paying the employee share of retirement.

V. **Financial Impact**

This \$73,905 in grant funds requires matching funds in the amount of \$9,745, which was previously appropriated in the FY 2015 Operating Budget. This ordinance provides for one special project position.

VI. **Environmental**

N/A

**VII. Community Outreach/Notification**

Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

**VIII. Board/Commission Action**

N/A

**IX. Coordination/Outreach**

This letter and ordinance have been coordinated with the Department of Human Resources, Office of Budget and Strategic Planning, the City Attorney's Office, the Clerk of the Norfolk Circuit Court, and the judges of the Norfolk Circuit Court (through the Chief Judge).

Supporting Material from the Department of Law:

- Ordinance

Form and Correctness Approved:

By *Jack E. Cord*  
Office of the City Attorney

Contents Approved:

By *Deborah J. Smith*  
DEPT.

NORFOLK, VIRGINIA

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

\$ *83,650.00* *2275-116-8988**Christine Marchese*  
Director of FinanceAccount  
*6/22/15*  
Date**ORDINANCE No.**

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF \$73,905.00 FROM THE CLERK OF THE NORFOLK CIRCUIT COURT ORIGINATING FROM A GRANT FROM THE VIRGINIA SUBSTANCE ABUSE MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA), APPROPRIATING THE FUNDS AND AUTHORIZING THE EXPENDITURE OF \$9,745.00 IN PREVIOUSLY APPROPRIATED FUNDS FOR A SPECIAL PROJECT EMPLOYEE POSITION.

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BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That \$73,905.00 from the Clerk of the Norfolk Circuit Court, the funds originating in a grant in that amount from the Virginia Substance Abuse Mental Health Services Administration, is hereby accepted.

Section 2:- That \$73,905.00 in funds is hereby appropriated and authorized for expenditure if and when received from the Clerk to continue to pay the salary and benefits for the special project position listed below.

Section 3:- That the expenditure of \$9,745.00 in previously appropriated funds is hereby authorized as a local cash match.

Section 4:- That the City Manager is hereby authorized to employ one person in the following job classification at the following pay range in the employment status of a special project employee. Said person shall be assigned to the Circuit Court and be under the supervision of the Chief Judge and shall be entitled to receive all benefits, contingent upon payment of the employees' share of the cost, made available to permanent full-time City employees, including but not limited to, participation in the City's Employees' Retirement System:

Class TitlePay Plan and Grade

Project Manager

Plan 1

Grade 13

Section 5:- That the City Manager is hereby authorized to take all actions necessary to provide retirement benefits effective July 22, 2014 to the person employed in this special project position. The restoration of this benefit is contingent upon the employee paying her contributory share of this benefit for the period beginning July 22, 2014 and ending the effective date of this ordinance. Thereafter, the employee's share will be deducted from her salary.

Section 6:- That this ordinance shall be in effect from after its adoption.